

Angelica Joyce P. Alpeche

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October 15, 2023

Dear Maam/Sir,

I am writing to express my sincere interest in the Science Aide position at Office of the Director of Extension. I am eager to support your team in various tasks, including laboratory maintenance, data collection, and assisting experiments in the laboratory. I have strong organizational skills, and excellent problem-solving skills that makes me well-suited for the demand of a Science Aide role.

I earned my Bachelor of Physical Education degree at Visayas State University. I have just graduated last August 3, 2023. As a recent graduate at university, during my studies, I have relevant internship and achievements. I am eager to apply my skills and knowledge where I can make contribution. I am a quick learner and enjoy working in a team environment. I am excited to join a team that values innovation and growth, and I believe that I can make a meaningful contribution in Visayas State University.

If you are looking for a motivated and passionate person who is committed to the highest standards of work performance, I would welcome the opportunity to meet you for an in-depth discussion. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a time and date for us to meet.

Thank you for taking the time to review my application. I look forward to your positive response and to be working with you.

Respectfully,

Angelica Joyce P. Alpeche

Applicant